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T/II/M-1
15 October 1964

UNITED STATES INTELLIGENCE BOARD

COMMITTEE ON DOCUMENTATION

Bibliographics - Task Team II

Minutes of the First Meeting, 13 October 1964

Members or Their Representatives Present

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CIA	-	
	-	
DIA	-	
STATE	-	Mr. Curtis L. Fritz

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NSA	-	
AIR FORCE	-	Lt. Col. Robert R. McAnaw

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CSS	-	[blank] Secretary

Others Present

None

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1. [blank] opened the meeting noting that to date no members for the Task Team have been designated by Army, Navy or NPIC. Discussion followed concerning the amount of time each member was prepared to spend on Task Team business. It was decided that regular meetings would be held weekly on Mondays at 1330 for approximately two hours.

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2. [blank] indicated he was not satisfied with the name "Bibliographics" for the Task Team and that he preferred the name "Item Control." The latter had been approved by the Chairman and Secretary of CODIB. Members present were then brought up to date on CODIB and USIB actions which had occurred since the issuance of the SCIPS Report until the establishment of the CODIB Support Staff (CSS) by Mr. Fritz formerly Director, SCIPS. [blank] reported on CSS and 25X1 Task Team activities to date.

3. There followed a general discussion of purposes which an item list might serve. Mr. Fritz discussed a number of areas which might be aided by

Group I
Excluded from automatic
downgrading and
declassification.

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the existence of an authoritative item list. Such a list would:

    a. Facilitate systems studies

    b. Aid in establishing validity of files and outputs

    c. Provide analysts with reference tools

    d. Provide reference support to people with reference tools

    e. Help predict work loads

    f. Assist in detailed system design

    g. Assist in data exchange

    h. Assist in communications in all forms

    i. Help avoid duplicate processing

    j. Help avoid production of unwittingly conflicting intelligence

    k. Help avoid gaps in processing information.

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4. [   ] suggested the existence of numerous management, information control and communication aspects which would be enhanced by the existence of an authoritative item list. Discussion followed concerning the SCIPS experience in isolating and defining items produced, the large number of producers, ambiquity in titling of products, identification of the originating element and so forth. Members were requested to consider the problem, discuss it in their agencies and come up with other purposes which might be served by an authoritative item list.

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5. [   ] then addressed the Task Team Terms of Reference. He discussed them in general including the order in which actions should be undertaken. Members were requested to study the Terms of Reference and be prepared to comment on them at the next meeting.

6. The group should be prepared to accomplish three things at the next meeting:

    a. Get further reaction to what has been presented and discussed at this meeting.

    b. Go over the Terms of Reference. Gain further understanding among the group as to the scope, substance and staging of the effort.

    c. Discuss additional possible uses for an authoritative
item list developed by members between now and the next
meeting.

7. It was suggested by Mr. Fritz that a list of bibliographic elements
currently in use would be useful in determining the extent of item control
currently in use in the Community. The list could be developed from the
bibliographic elements in use in Community storage and retrieval systems con-
tained in the SCIPS data base. The CSS will provide such a list for use at
the next meeting.

8. The next meeting is scheduled for 1330, 19 October 1964 at CIA
Headquarters.

Secretary